

**CALL FOR APPLICATIONS FOR THE POST OF:
ASSISTANT HEAD IN THE SECONDARY SECTOR
AT IMMACULATE CONCEPTION SCHOOL TARXIEN
Indefinite post**

1.0 General

1.1 The Sisters of Charity as employers of St Jeanne Antide College invite applications from qualified, eligible educators for the post of Assistant Head of School as of 1st September 2021.

2.0 Terms and Conditions

2.1 The Salary for the post of Assistant Head of School is that of State Salary Scale 6, which in 2021 is €27,327.00 per annum, rising by annual increments of €596.33 per annum to a maximum of €30,904.98.

2.2 An Assistant Head of School shall benefit from a grade allowance, which in 2021 amounts to €3,275 per annum and a Work Resources Fund, which in 2021 stands at €725 per annum. These allowances are subject to yearly increments as stipulated in the agreement between the Church Authorities and the Malta Union of Teachers (MUT) signed on the 7 August, 2018.

2.3 The selected candidate may be required to attend courses and conferences online, locally, or abroad, as may be deemed necessary. These courses and conferences may be held outside school hours.

2.4 The appointment, which is subject to a probationary period of one (1) year, is on a full-time basis and is subject to the rules and regulations governing from time to time the staff in Church Schools and Immaculate Conception School.

2.5 An AHoS shall be expected to have or develop the necessary knowledge and skills to be able to make effective use of Information and Communication Technology.

2.6 The selected candidate shall be supported, encouraged, and guided by a process of induction during the probationary period.

3.0 Purpose and Duties

3.1 The core responsibility of the AHoS is to assist and deputise for the Head of School (HoS) in pursuance of his/her role as the school's Educational and Operational Leader by undertaking such professional and administrative duties as are delegated by the HoS. As part of the Senior Management Team, led by the HoS, the AHoS is also responsible for promoting the ethos of Immaculate Conception School together with the mission and vision of the school, fostering a

climate of genuine collegiality amongst community members of the school, setting the pace through active engagement in the development of a Community of Professional Educators, including through School Development Planning.

The AHoS is expected to:

- (i) provide professional leadership in the implementation and the development of the National Curriculum Framework and the Learning Outcomes Framework;
- (ii) provide professional leadership in the implementation and the development of the School Development Plan;
- (iii) lead and manage the school in its day-to-day operations in the absence of, or in support to, the Head of School, assist in the school's curriculum by organising and coordinating all activities related to curriculum planning, delivery, assessment and development at school level, contributing when given the opportunity at national level;
- (iv) assume responsibility for ensuring educational and personal entitlement of all learners;
- (v) lead and coordinate all initiatives related to meeting the needs of individual learners, including children with a statement of needs and those related to Individual Educational Programmes guaranteeing access to learning and assessment, supported by the presence of the HoD (Inclusion);
- (vi) develop and maintain an emotionally, psychologically and physically safe, as well as orderly school environment, though a creative and cognitively stimulating climate that is conducive to learning;
- (vii) collaboratively create and nurture a Community of Professional Educators, leading by example through active participation;
- (viii) coordinate mentoring duties of Newly Qualified/Recruited Educators and others experiencing challenges;
- (ix) deputise for the Head of School taking full responsibilities attributed to such role in cases of long term paid and/or unpaid leave, including sick leave or in emergency situations as may be required.

3.2 The main responsibilities of the selected candidate shall include the following:

- (i) assisting in managing the school or sections of the school as may be determined by the Head of School;
- (ii) undertaking any professional duties which may be delegated to him/her by the Head of

School;

- (iii) in the absence of the Head of School, undertake the management and professional duties of the Head of School
- (iv) adopting and working towards the implementation of the school development plan;
- (v) providing professional support to teachers in the proper execution of their pedagogical duties, particularly by mentoring new teaching staff;
- (vi) co-operating with the Head of School and the School Leadership Team in the implementation and evaluation of curriculum innovation and development within the school;
- (vii) acquiring experience and, possibly, further qualification in the management and educational leadership of the School;
- (viii) in cases of emergency or when appropriate, taking charge of a class, as directed by the Head of School;
- (ix) encouraging participation in EU projects and other projects in accordance with SDP targets and as agreed with the School Leadership Team;
- (x) as part of the Senior Management team, the AHoS will support the Head of School to ensure the smooth and effective opening of the scholastic year for education grades and for learners.
- (xi) performing any other duties according to the exigencies of the school as directed by the Head of School or the Secretariat for Catholic Education.

4.0. Eligibility Requirements

4.1 By the closing time and date of this call for applications, applicants must:

- (i) be citizens of Malta; OR
- (ii) be citizens of another European Union Member State; OR
- (iii) be citizens of other countries to which the EU provisions on free movement of persons apply (in case of difficulty the Director Citizenship and Expatriate Affairs, Ministry of Foreign Affairs is to be consulted regarding the countries to which EU provisions apply); OR
- (iv) be the spouse and children, even if they are third country nationals, of any person mentioned at (i), (ii) and (iii) above, provided they are eligible to work in Malta under current

legislation. This should be determined with the advice of the Director, Citizenship and Expatriate Affairs, Ministry of Foreign Affairs.

The appointment of candidates referred to at (ii) and (iii) above would necessitate the issue of an employment license in so far as this is required by the Immigration Act and subsidiary legislation.

- (v) have the ability to communicate orally and in writing in the Maltese and English languages;
- 4.2 By the closing time and date of this call for applications, applicants must be Teachers in possession of a Permanent Teacher's Warrant who have not less than ten (10) scholastic years teaching experience of which five (5) must be in Church Schools. Years of experience as Head of Department Curriculum shall be deemed reckonable as part of the required years of teaching experience for the purposes of eligibility.
- 4.3 Furthermore, as per the collective agreement signed by the Church Authorities and the Malta Union of Teachers (MUT) on the 7 August 2018, the eligibility criteria mentioned above, will take into consideration all previous years of satisfactory service in the relevant grade and qualifications accrued by applicants. As such, service in higher or equivalent roles by the closing time and date of the call for applications, which may include roles not regulated by the same agreement, will not exclude potential candidates in applying and gaining eligibility for equivalent and/or lower grades.
- 4.4. Due consideration will be given to applicants in possession of MQF Level 7 qualifications in either one of the following areas: Educational Leadership/Management, SEBD, Inclusion, Mentoring, Curriculum and Counselling or comparable qualifications, as well as directly related experience in the secondary sector.
- 4.5. Qualifications at a higher level than that specified above will be accepted for eligibility purpose, provided they meet any specified subject requirements.

Moreover, candidates who have not yet formally obtained any of the above- mentioned qualifications will still be considered, provided that they submit evidence that they have been approved for the award of the qualifications in question, or successfully completed the necessary ECTS/ECVT credits, or equivalent, taken as part of a higher recognized MQF level program of study, as required in the afore-mentioned eligibility criteria, by the closing time and date of the call for applications.

- 4.6 Immaculate Conception School adheres to S.L. 327.546 (Recruitment, Initial Training and Continuous Professional Development of Personnel and Protection of Minors in Compulsory Education Regulations 2016) in its recruitment process. Furthermore, it adheres to the Maltese Ecclesiastical Province Statement of Policy and Procedures in Cases of Sexual Abuse (2014).

5.0 Submission of Supporting Documentation

- 5.1 Prospective applicants should note the requirement to produce MQRIC recognition statements in respect of their qualifications from Malta Qualification Recognition Information Centre (MQRIC), or other designated authorities, as per provisions applicable to this call for applications.
- 5.2 Qualifications and/or experience claimed must be supported by certificates and/or testimonials, copies of which should be attached to the application. Diploma / Degree / Post-Graduate certificates or comparable qualifications must be accompanied by a transcript in English (Diploma / Certificate supplement), showing the Degree obtained and the final classification. Scanned copies sent electronically are acceptable.
- 5.3 Original certificates and / or testimonials are to be invariably produced for verification at the interview.

6.0 Selection Procedures

- 6.1 Eligible applicants will be assessed by a Selection Board through an interview.
- 6.2 Candidates will be given the result of the interview as a global mark.
- 6.3 Candidates will be entitled to a breakdown of their own personal result within seven working days of the publication of the result. The request needs to be in writing and addressed to the Chairperson of the Interviewing Board.
- 6.4 Candidates are entitled to appeal within ten working days of the publishing of the result. This appeal in writing providing a clear indication why they do not agree with the result should be addressed to the Delegate for Catholic Education.
- 6.5 The Appeals Board will review the selection process in order to ensure that the applicant has been treated in a fair and honest and just manner according to the set eligibility and assessment criteria. If this is not the case, a new interviewing board is appointed by the particular school and the process is repeated. The Appeals Board does not replace the proper role and functions of the interviewing board.

7.0 Submission of Applications

- 7.1 Interested applicants are required to send a covering letter stating their intent, supported by

the necessary documentation and the name of two referees. The applications should include a detailed Curriculum Vitae (Europass CV including email address and contact number), and where applicable a Service and Leave Record Form (GP 47). These documents are to reach the Head of School, Ms Melanie Ungaro, Immaculate Conception School, Tarxien, **by not later than noon (Central European Time) of Friday, 4th June 2021.**

- 7.2 Applications are to be sent **only** electronically to jobs@sja.mcs.edu.mt and will be acknowledged by email. **Applications sent by post or delivered by hand will not be considered.**

Sr Teresa Tonna

St Jeanne Antide College Principal

Sr Natalie Abela

Delegate Superior of the Sisters of Charity